

CAREER LADDER

Manager, Financial & Performance Evaluator

You are eligible to examine for Manager, Financial and Performance Evaluator after one year of experience performing the duties of a class with a level of responsibility not less than that of a Supervisor, Financial and Performance Evaluator or after two years of experience performing the duties of a class with a level of responsibility not less than that of a Finance and Performance Evaluator III.

Supervisor, Financial & Performance Evaluator

You are eligible to examine for Supervisor, Financial and Performance Evaluator after one year of experience performing the duties of a class with a level of responsibility not less than that of a Financial and Performance Evaluator III or after two years of experience performing the duties of a class with a level of responsibility not less than that of a Finance and Performance Evaluator II.

Financial & Performance Evaluator III

You are eligible to examine for Financial and Performance Evaluator III after one year of experience performing the duties of a class with a level of responsibility not less than that of a Financial and Performance Evaluator II.

Financial & Performance Evaluator II

You are eligible to examine for Financial and Performance Evaluator II after eighteen months of experience performing the duties of a class with a level of responsibility not less than that of Financial and Performance Evaluator I, Range B.

Financial & Performance Evaluator I, Range B

You are eligible for appointment to Financial and Performance Evaluator I, Range B, if you meet the minimum qualifications and the criteria for Range B as stated in the class specifications.

Financial & Performance Evaluator I, Range A

You are eligible to examine for Financial and Performance Evaluator I, Range A, if you meet the minimum qualifications as stated in the class specifications.

THE DEPARTMENT OF FINANCE

*By statute the Department of Finance serves
as the Governor's chief fiscal policy advisor
with emphasis on the financial integrity of the
State and maintenance of a fiscally sound
and responsible Administration.*

Department of Finance Objectives

- To prepare, present, and support the annual financial plan for the State of California
- To serve as the chief fiscal policy advisor to the Governor
- To assure responsible and responsive State resource allocation within resources available
- To foster efficient and effective State structure, processes, programs and performance
- To establish integrity in State fiscal databases and systems
- To support and promote the use of innovative information technologies within State Government



915 L Street ■ Sacramento, CA 95814
www.dof.ca.gov

CAREER OPPORTUNITY

Financial and Performance Evaluator



JOB DESCRIPTION

Financial and Performance Evaluator*

The Office of State Audits and Evaluations (OSAE) assists the Director of Finance in fulfilling the statutory responsibilities for supervision over all matters concerning the financial and business policies of the State and the coordination of internal auditors. The OSAE Unit implements the following:

- Examine financial, budgetary and operational information, systems of internal control, EDP systems and controls;
- Develop policies and programs;
- Approve audit programs used by internal audit units;
- Provide direction and coordination to executive branch organizations performing internal auditing activities;
- Provide audit advice and accounting support as needed by the Director of Finance or other agency officials; and
- Coordinate State agency activities relating to the "Single Audit" in California.

The unit's primary functions are audits of internal controls of State agencies, audits of federal funds reporting compliance, financial audits of Inmate Welfare Funds and insurance companies in conservation and liquidation, coordination of Executive Branch internal auditing, and providing audit and audit advisory services as needed or requested by the Director of Finance or other

State agency officials. Assignments may require in-state travel of up to 50 percent annually.

The OSAE Unit is comprised of staff in the Financial and Performance Evaluator (FPE) series. The Financial and Performance Evaluator classification is the entry level to the series. FPEs, initially under close supervision, examine and analyze data; perform detailed program steps; prepare work papers; develop findings with the assistance of supervisors; and prepare point sheets of findings for reports. FPEs may work individually or as part of a team.

By the time FPEs reach Range B, they may develop detailed program steps and implement programs; perform detailed program steps; prepare exit conference summary letters and summary of findings; prepare work papers; and prepare reports.

Staff Development

The OSAE Unit recognizes that appropriate training is mutually beneficial to the unit and the employee. We believe that to effectively and efficiently fulfill its mission as the audit advisor and coordinator for the State Executive Branch, we must strive to fully develop employees' skills and abilities. Staff are provided with Continuing Professional Education at no cost to the employee.

The OSAE Unit offers CPA qualifying experience on a par with private CPA firms in California. OSAE has an internal review committee to review candidates' qualifications for meeting CPA experience requirements prior to submission of their package to the Board of Accountancy. OSAE also offers Board of Accountancy approved in-house Continuing Professional Education training at no cost to the employee.

For additional information or questions regarding the Financial and Performance Evaluator classification, please contact the Department of Finance, Office of State Audits and Evaluations at:

Phone: (916) 322-2985
TDD: (916) 324-6547
e-mail: OSAErecruiting@dof.ca.gov
Internet: www.dof.ca.gov

or write to:

Department of Finance
OSAE
915 L Street
Sacramento, CA 95814
Attn: Sue Botkin

The Department of Finance provides equal employment opportunities to all applicants and employees, and prohibits discrimination based on race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, genetic information, national origin, marital status, medical condition, mental or physical disability, military or veteran status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state, and local laws and ordinances.

* Classification name pending DPA approval.

Employee Benefits

Leave

Employees may participate in the Annual Leave Program or elect to earn vacation and sick leave separately:

Length of State Service	Annual Leave hrs./mo.	Length of State Service	Vacation* hrs./mo.
1 mo. – 10 yr.	15	7 mo. – 3 yr.	7
121 mo. – 15 yr.	17	37 mo. – 10 yr.	11
181 mo. – 20 yr.	18	121 mo. – 15 yr.	13
241 mo. – 25 yr.	19	181 mo. – 20 yr.	14
Over – 25 yr.	20	241 mo. – 25 yr.	15
		* Sick leave – 8	

Holidays

Time-off with pay for all official State holidays. Permanent employees are entitled to one personal holiday per fiscal year.

Health Benefits

Covers employee, spouse, and dependents; numerous plans available.

Life Insurance

\$25,000 employer paid policy.

Other Benefits

Bereavement Leave, Deferred Compensation Plan, Dental Plan, Group Legal Services Plan, Long-Term Disability Insurance, Parental Leave, Vision Service Plan.

Training

On-the-job training, formal job-related courses, upward mobility training, continuing education training, and individual career counseling are available.

Collective Bargaining

Financial and Performance Evaluator classes are excluded from collective bargaining.

FINANCIAL AND PERFORMANCE EVALUATOR

Salary Ranges

Manager, Financial & Performance Evaluator

\$6,779 – \$8,082 per month
(\$81,348 – \$96,984 per year)

Supervisor, Financial & Performance Evaluator

\$5,576 – \$7,275 per month
(\$66,912 – \$87,300 per year)

Financial & Performance Evaluator III

\$5,079 – \$6,627 per month
(\$60,948 – \$79,524 per year)

Financial & Performance Evaluator II

\$4,622 – \$6,077 per month
(\$55,464 – \$72,924 per year)

Financial & Performance Evaluator I, Range B

\$3,845 – \$5,054 per month
(\$46,140 – \$60,648 per year)

Financial & Performance Evaluator I, Range A

\$3,108 – \$4,013 per month
(\$37,296 – \$48,156 per year)